# EACR 23

**Munich | Germany | 5 - 8 July 2014 |**

## EXHIBITION & SATELLITE SYMPOSIA SERVICE MANUAL

23rd Biennial Congress of the

**EUROPEAN ASSOCIATION FOR CANCER RESEARCH**

EACR
www.eacr.org

AEK
German Cancer Society
Experimental Cancer Research

ecco
www.ecco-org.eu

Dear EACR-23 Partners,

On behalf of ECCO – the European CanCer Organisation, we are pleased to forward you the EACR-23 Exhibitor and Satellite Symposia Service Manual.

Enclosed you can find detailed information on key dates, contacts, order forms and various additional facilities and services for the organisation of your exhibition stand as well as your Satellite Symposium.

Thank you for observing the deadlines, rules and regulations in this manual.

Please share this information with staff in your company and all third parties that may be involved with you in EACR-23. This manual is also available online on www.ecco-org.eu

If you have any further queries from the above, please do not hesitate to contact me.

We very much look forward to seeing you in Munich in July and wish you a successful Congress!

With kind regards,

On behalf of the EACR-23 operations team,

Caroline Nsenda
Conference & Registration Coordinator

Gertrude Kort
Senior Conference Coordinator

**Key dates & deadlines** **p. 4**

**Contact information** **p. 4**
ECCO – the Congress secretariat p. 5
International Congress Centre Munich (ICM) p. 6
Accommodation p. 6
Kristal – the freight forwarding partner p. 6

**Plans (exhibition, access, general)** **p. 7**
Exhibition plan p. 7
Access plan p. 7
General plan p. 7

**Exhibition** **p. 8**
Opening hours p. 8
Conditions of participation p. 9
Technical data p. 9
Stand construction p. 10
Stand activity and promotion p. 16
Build-up & dismantling p. 20
Freight forwarding p. 22
On-site handling options & hotel delivery of congress bags p. 25
Access to exhibition halls (**all badges**) p. 28
Exhibitor registration desk p. 30
Exhibitor service desk p. 30
Free congress material p. 31
Exhibitor badge order form p. 32

**External Activities: Guidelines** **p. 33**

**Print of abstracts** **p. 34**

**Advanced Lead Retrieval for Exhibitors** **p. 35**

**Industry Meeting Rooms** **p. 37**

**Satellite Symposia** **p. 38**

# KEY DATES & DEADLINES

| | |
|---|---|
| 05 March 2014 | Abstract Submission closes |
| 13 March 2014 | Deadline to submit satellite symposia draft programme |
| 14 April 2014 | Deadline for exhibiting companies to submit company profile and logo for insertion in the Proceedings book and online |
| 14 April 2014 | Deadline to submit satellite symposia final programme for insertion in the Proceedings book |
| 16 May 2014 | Deadline to submit complete stand drawings |
| 16 May 2014 | Deadline to book accommodation |
| 23 May 2014 | Deadline receipt of payment and number of participants for regular rate group registrations |
| | Deadline receipt of full names, addresses and specialties of all group participants |
| 30 May 2014 | Deadline to order lead retrieval systems (badge scanners) without late penalty |
| 6 June2014 | Deadline to submit Satellite Symposium information for email blast to EACR-23 delegates |
| 17 June 2014 | Deadline to order all exhibitor badges |
| | Deadline to order 'satellite symposium only' badges |
| 17 June 2014 | Deadline to order services to avoid surcharges |
| 4 & 5 July 2014 | Exhibition build-up days |
| 5 - 7 July 2014 | Exhibition opening days |
| 8 July 2014 | Exhibition dismantling days |

# CONTACT INFORMATION

## Congress secretariat

The EACR-23 Congress Secretariat can be reached at:
ECCO – the European CanCer Organisation
Avenue E. Mounier 83, B-1200 Brussels
Telephone: +32 (0)2 775 02 01
Fax: +32 (0)2 775 02 00
E-mail: eacr23@ecco-org.eu

## Contact persons

| | |
|---|---|
| Congress Operations | Gertrude Kort<br>Gertrude.kort@ecco-org.eu<br>+32 (0)2 775 02 41 |
| Exhibition and Satellite Symposia | Caroline Nsenda<br>caroline.nsenda@ecco-org.eu<br>+32 (0)2 775 29 35 |
| Registrations (groups & individuals) | Riitta Kettunen<br>riitta.kettunen@ecco-org.eu<br>+32 (0)2 775 02 01 |
| Scientific programme | Rebekka Mattyasovszky<br>Rebekka.Mattyasovszky@ecco-org.eu<br>+32 (0)2 775 02 01 |

## Congress centre

The 23rd Biennal Congress of the European Association for Cancer Research (EACR-23) will be held at:

Messe München International

International Congress Centre Munich (ICM)
Messegelände
DE-81823 München, Germany
Telephone: +49 89 949-23410
For detailed information on the venue, please visit www.icm-muenchen.de

### Contact persons

| | |
|---|---|
| Project manager | Stefan Mohn<br>stefan.mohn@messe-muenchen.de<br>+49 89 949 23700 |
| Catering management | *On-stand delivery, Satellite symposia & hospitality suites*<br>Hoffmann Gastronomie & Catering GmbH & Co. KG<br>info@hoffmann-events.de |

## Accommodation

Hotel accommodation at reduced rates for both individuals and groups can be booked at www.ecco-org.eu/EACR23.
All rooms are booked on a first come, first served basis. The deadline for hotel reservations is 16 May 2014. Bookings received after this date will be subject to availability. In order to benefit from reduced rate, please clearly mention 'EACR-23' when making your booking.

We kindly ask you to contact the hotel DIRECTLY

Please do NOT contact the EACR-23 Congress Secretariat for this information

## Freight forwarding partner

Kristal has been appointed at the official freight forwarding partner for EACR-23 and is offering a wide range of services (see freight forwarding section further in this manual).

| | |
|---|---|
| Contact person | Rita Breunig<br>rita.breunig@kristal-logistics.com<br>+32 (0)2 753 07 30 |

# PLANS & ACCESS

## Exhibition plan

For latest status, electronic exhibition floor plans are available for consultation on:
http://www.ecco-org.eu/Events/EACR-23/Exhibition-Sponsorship.aspx

An updated exhibitor listing is also available on the Congress website.

## Access plan

The Exhibition halls are easy to reach thanks to excellent road inks. The city itself also has an extensive and clearly laid out public transport network.
Further information can be found on the ICM website: www.icm-muenchen.de.

## General floor plan

For general floor plans of the Congress Centre and exhibition hall, please visit www.icm-muenchen.de.

# EXHIBITION

**Opening hours**

| | |
|---|---|
| Saturday 5 July 2014 | 15:00 – 20:00 |
| Sunday 6 July 2014 | 10:15 – 17:15 |
| Monday 7 July 2014 | 10:15 – 17:15 |

## Conditions of participation

### Appointed representatives

If an exhibiting company wishes to appoint an agent/stand builder to conduct its affairs at EACR-23, the agent should be identified on the application form or separately in writing by a person with the corresponding authority. Once appointed, the actions and communications of this agent/stand builder will be treated as though from the exhibiting company. Contractual responsibility remains with the exhibitor.

### Congress and exhibition layout

ECCO as the EACR-23 congress secretariat reserves the right to deviate from the stand confirmation and to allocate a stand in a different location, to alter the size of the stand, to re-locate or close entrances and exits on the exhibition grounds and/or in the Congress Centre and to carry out any other structural alterations providing it has a substantial interest in such measures.

### Stand moves

ECCO reserves the right to make changes in the layout of the exhibition, as well as in the stand assignment in the event that unforeseen circumstances make this necessary. Alterations to the agreement will only be made after mutual consultation. If in such cases the interests of the exhibitor are unreasonably impaired, the exhibitor may withdraw from the contract in writing within 1 week after receipt of notification of the type of alteration. ECCO accepts no responsibility for any damage which may result from such changes.

### Subtenants and other represented companies

Sharing the allocated stand area with another company, regardless of whether this company is representing by its own staff (subtenant) or only by its own exhibits (represented company), is not permitted. This applies equally to companies with products or services aligned to a registered exhibitor. Should a registered exhibitor wish to exhibit in association with another organisation, ECCO will endeavour to offer additional exhibit space, where available, under normal conditions of sale.
If an exhibiting organisation has multiple corporate identities but shared ownership, the organisational relationship must be made clear to delegates.
Transfer – even in part – of the rights and obligations arising from the rental contract to third parties is not permitted.

### Security and insurance

Neither the organiser nor its contractors shall be responsible for the safety of any exhibit or other property of the exhibitor or any person. Neither the organiser nor its contractors shall be responsible for the loss, damage or destruction by any cause of the exhibits or other property, or for loss, damage or injury sustained by any exhibits or any other persons.
The exhibitor shall indemnify the organiser and its contractors to third persons, as a result of any act or omission of the exhibitor, staff, agent or personnel hired on a temporary basis to staff the exhibition stand. Since the organiser and its contractors will accept no responsibility for any of the foregoing matters, the exhibitor should take out insurance to cover any loss due to theft or negligence, damage, injury or liability. The exhibitor agrees not to pursue the organiser for any aforementioned risks.

# TECHNICAL DATA

- The exhibition accompanying EACR-23 will be held in Hall B0 of the ICM;
- All rates cover floor space only and do not include the construction of a modular booth or other extras. The minimum exhibition space is 9 square metres and must be minimum 3 m deep.
- For some locations, companies renting separate spaces are allowed to visually link these up by carpeting the aisles in-between, provided an additional rental rate of 30 % of the standard rate is paid for the total surface of the aisle. No constructions of any description are allowed in the aisles. Companies renting aisle space are allowed to brand the aisle carpet with the company logo.
- All services (water, electricity, telephone, compressed air, etc.) will reach stands via the service ducts located in the floor. Connections to these services must only be made by ICM (Order forms available further in this manual)

Hall information

- The ceiling height is 4,50 m in Hall B0, with lower parts in the outer area of the hall at 4,10m .
- The maximum building height is 4,00 m.
- 
- There is no day light in the exhibition area.
- There are pillars in the hall BO. Please check the floor plan for more information about their location.
- The Exhibition hall is covered with wooden floor. It is not mandatory to carpet the exhibition space. **It is prohibited to attach screws or nails of any kind. Ensure that only textile adhesive tapes with soluble adhesive are used. Only ICM approved carpet tape may be used for carpet laying. It is available free of charge in the hall fitters' office in Hall B0 (Tel.: +49/ 89/ 949 23320)**. These may only be laid in the direction of the wood structure grain and must be removed in lateral direction with due care without damaging the wood.
- The floor bearing capacity (net load) is 2,0t/sqm (20kN/sqm).
- Power supplies and other utilities will be supplied into your stand via the floor.
- Water connections are only available at certain points. Part of stands must fall on a duct to allow installation
  .
- Suspension of banners/signage from the ceiling is not allowed.

# STAND CONSTRUCTION

*Stand design*

Every exhibitor must submit an exact statement of the dimensions of their stand, as well as plans and descriptions. Those companies renting a stand module from ICM should submit the package type, dimensions & non-standard items such as display screens and catering areas.

*This information must be sent to the EACR-23 Congress Secretariat by email to Caroline Nsenda at: Caroline.nsenda@ecco-org.eu before 16th May 2014.*

The drawings must clearly indicate the planned layout, equipment and furnishing of the stand, including the signage and visuals. Also indicated must be the location of power outlets, electricity cables, moving parts, details of raised floors, water as well as telephone and ventilation installations. Please supply:
– A scaled top view drawing
– A scaled side view drawing
– A 3-dimensional drawing (or photograph)
Indicating the various heights and the open/transparent spaces will, in principle, be sufficient. If special construction is planned (information towers, moving parts, etc) additional information will have to be submitted.

*Responsibility to neighbouring stands*

The EACR congresses are a long standing meetings series with a reputation of equity in its dealing with all participants. The responsibility of ensuring a fair and balanced experience for all is shared by all participants.
Each exhibitor is asked to consider, therefore, the impact of the stand construction on neighbouring exhibits. If there is a danger of unfairly "blocking" another stand from view, even when adhering to all other elements of these regulations, this should be mentioned when submitting plans. Failure to do so would breach the spirit of the exhibitor's contract with ECCO and in such cases the exhibitor responsible will be expected to make such changes as necessary at his/her own cost. In such cases, the decision of ECCO will be considered final.

*Approval*

The EACR-23 congress secretariat will send an approval to the exhibitor and/or the exhibitor's agent. Only with this approval shall the stand be deemed eligible for construction.

NO APPROVAL MEANS NO PERMISSION TO CONSTRUCT THE STAND – RESULTING COSTS ARE ENTIRELY AT EXHIBITOR'S EXPENSE

Any setup or installation, which does not comply with the standard specifications or with the designs approved of by ECCO must be corrected by the exhibitor before the opening of the exhibition. Failure to do so will result in correction being made by ECCO. All expenses for these corrections will be payable by the exhibitor. EACR accepts no responsibility for damage caused by these corrections.
Exhibitors are strongly encouraged to consider potential stand activities such as demonstrations, presentations, storage, hosted quizzes and hospitality when planning stand usage.

*Shell scheme stands*

Shell scheme stands provided by ICM will be uniform stands with uniform lettering, height and design. Partition walls will be 2.50 m high, PVC-coated white with aluminium frames.

*Constructed stand height*

**The maximum building height is 4,00m in Hall B0**

# STAND CONSTRUCTION

*Stand design*

Every exhibitor must submit an exact statement of the dimensions of their stand, as well as plans and descriptions. Those companies renting a stand module from ICM should submit the package type, dimensions & non-standard items such as display screens and catering areas.

*This information must be sent to the EACR-23 Congress Secretariat by email to Caroline Nsenda at: Caroline.nsenda@ecco-org.eu before 7 May 2014.*

The drawings must clearly indicate the planned layout, equipment and furnishing of the stand, including the signage and visuals. Also indicated must be the location of power outlets, electricity cables, moving parts, details of raised floors, water as well as telephone and ventilation installations. Please supply:
– A scaled top view drawing
– A scaled side view drawing
– A 3-dimensional drawing (or photograph)
Indicating the various heights and the open/transparent spaces will, in principle, be sufficient. If special construction is planned (information towers, moving parts, etc) additional information will have to be submitted.

*Responsibility to neighbouring stands*

The EACR congresses are a long standing meetings series with a reputation of equity in its dealing with all participants. The responsibility of ensuring a fair and balanced experience for all is shared by all participants.
Each exhibitor is asked to consider, therefore, the impact of the stand construction on neighbouring exhibits. If there is a danger of unfairly "blocking" another stand from view, even when adhering to all other elements of these regulations, this should be mentioned when submitting plans. Failure to do so would breach the spirit of the exhibitor's contract with ECCO and in such cases the exhibitor responsible will be expected to make such changes as necessary at his/her own cost. In such cases, the decision of ECCO will be considered final.

*Approval*

The EACR-23 congress secretariat will send an approval to the exhibitor and/or the exhibitor's agent. Only with this approval shall the stand be deemed eligible for construction.

NO APPROVAL MEANS NO PERMISSION TO CONSTRUCT THE STAND – RESULTING COSTS ARE ENTIRELY AT EXHIBITOR'S EXPENSE

Any setup or installation, which does not comply with the standard specifications or with the designs approved of by ECCO must be corrected by the exhibitor before the opening of the exhibition. Failure to do so will result in correction being made by ECCO. All expenses for these corrections will be payable by the exhibitor. EACR accepts no responsibility for damage caused by these corrections.
Exhibitors are strongly encouraged to consider potential stand activities such as demonstrations, presentations, storage, hosted quizzes and hospitality when planning stand usage.

*Shell scheme stands*

Shell scheme stands provided by ICM will be uniform stands with uniform lettering, height and design. Partition walls will be 2.50 m high, PVC-coated white with aluminium frames.

*Constructed stand height*

**The maximum building height is 4,00m in Hall B0**

***Stand transparency***

**For island (4 open sides) and peninsula (3 open sides) stand types, ECCO requires that line of sight through the stand be possible from aisle to aisle for at least 40% of the stand width when viewed from each open side.**
**As an example of assessment criteria, high walled areas forming large storage rooms may block neighbours unreasonably and in this case, will not receive approval.**

*Accepted stand types & aisle carpeting*

Two-storey structures and not allowed. Arches, bridges or similar constructions connecting 2 stands are not allowed, nor are L & U shape island stands.

For some locations, companies renting separate spaces are allowed to visually link these up by carpeting the aisles in-between, provided an additional rental rate of 30 % of the standard rate is paid for the total surface of the aisle. No constructions of any kind are allowed in the aisles. Companies renting aisle space are allowed to brand the aisle carpet with the company logo.

***Separation walls***

**All peninsula (3 open sides), corner (2 open sides) and in-line (1 open side) stands must be separated from the neighbouring stand(s) by means of a separation wall. In principle, this separation should be 2,50m high, and finished on all sides. The separation wall is considered as part of the stand design and should be indicated on the stand drawings.**

*In case an exhibitor fails to supply and install necessary separation wall, ECCO will arrange for walls to be erected (and floor covering to be laid, if necessary) at the exhibitor's expense.*

*Back walls*

The rear side of each stand shall be designed and decorated by the exhibitor to whom this stand belongs, provided that the interests of the neighbours are not affected thereby. Walls constructed on an open side should be visually appealing to adjacent exhibits – some suggestions include screens with moving displays, scientific posters and colourful design and lighting. The backs of walls facing neighbouring stands must be kept white, neutral and clean.

***Open sides of a stand***

**Walls erected on the open sides of a stand must be 30cm inset from the edge of the stand, must not be longer than 1/3 of the length of the stand and should be no higher than 2,50m.**

**It is not allowed to erect walls, glazing or other constructions on or within 30cm of the perimeter of island stands. This also applies to the open sides of peninsula, corner and inline stands. Stand should be fully accessible on all "open" sides. Requests to be partially exempted from this rule should be submitted in writing to the organiser.**

*Keep aisles clear*

Island stands are separated the width of an aisle from all neighbouring exhibits. Demonstration areas may not be set on the aisle line of the exhibit; space must be left within the stand area for the audience. Should the spectators interfere with the normal traffic flow in the aisle or overflow into neighbouring exhibits, the presentation must be limited or stopped immediately. No objects, including signs or advertisements, may project into the visitors' aisles.

*Positioning of the stand*

Access to the doors, windows, fire alarms, hydrants, portable fire extinguishers, fuse boxes, line poles and circulation must be kept free from obstructions at all times.

*Stand flooring*

The stand floor must be adequately covered, for instance with carpeting or carpet tiles. The floor area of the stand cannot be covered with paint or glue. Carpeting must only be held in place by its own weight on the floor or by adhesive tape. These items must be removed by the exhibitor at the end of the exhibition. It is forbidden to place mortar directly on the floor, to nail with percussion tools or to paint with spray guns.

*Positioning of exhibits*

The exhibitor is not allowed to place articles to be exhibited in a manner which, in the opinion of ECCO, affects or hinders neighbouring stands, e.g. with regards to the visibility of the neighbouring stands. Articles to be exhibited must be kept within the stand perimeter. The exhibit should pose no danger to participants. Any structural or display element which does not satisfy the organisers and/or the venue officials in terms of safety must be made safe or removed.

*Presentations and quizzes*

Companies wishing to arrange or sponsor sessions are invited to arrange a Satellite Symposium, as detailed elsewhere in this Exhibitor Service Manual. Exhibition space is intended to display scientific information on products and/or services; therefore positioning auditoria on stand areas is not permitted.

This does not exclude companies from giving product based presentations, but the area set aside for an audience should resemble a theatre – therefore no more than 10 seats should be provided and this area should not be covered. It should be positioned well within the stand area (not less than 3 m from the stand perimeter).

The focus of presentations should be product-related information and not presenters themselves. Where Key Opinion Leaders are employed as presenters, their presence should be discrete and not publicly advertised. The same rule should apply for areas dedicated to quizzes: they should be positioned well within the stand area (not less than 3 m from the stand perimeter). All such activities require the prior approval of ECCO.

*Platform floors*

The use of wooden platforms is recommended for stand with water piping and/or a lot of electrical wiring; a stand construction agency will be able to advice on this matter. Since main supplies (water points, drainage, electricity, phone and data lines, compressed air, etc.) are supplied over the ceiling, from the hall walls or along the columns from the service duct to the exact location where the exhibitor needs them, it is strongly recommended to use platforms for most stands.

*Exhibitors who use such platforms should bear in mind:*

- The platform must allow easy access to those in wheelchairs; part or all of the edges must be sloped for this purpose on each open side of the stand.
- The maximum height allowed, measured from floor level to the top of the platform is 0,14 m without protection by a balustrade of at least 1,1 m in height.
- The platform sides must be closed and neatly finished.
- The platform edges must be safe (secured shape and easily visible).
- Platforms should be placed within the perimeter.
- The platform must allow easy access to service points in case venue technicians require access.

*Stand roofing*

Stand walls and ceilings shall be made of classified fire-retardant materials, i.e., as good/better than wood. Particle board, non-porous fibreboard, plywood, etc., are acceptable.

Fire-retardant materials must be approved according to one or more of the following classifications: DIN 4102 or DIN EN 13501-1

Approval or certificates must be readily available at the display if it is not clear in any other way that the material in question is safe. Type approval or certificates must be available at the stand, unless it is made clear in some other way that the material can be approved. Cloth ceilings and other decoration must be impregnated against fire.

*Access to stand*

Exhibitors are obliged to grant official supervisory staff and accredited representatives of the ICM access to their stands. Exhibitors, their staff and all visitors to the exhibition must obey the instructions of these officers. In the event of a fire or other hazard all those present must leave the endangered area at once when directed to do so by a member of the safety and security staff.

***Suspension points***

**It is forbidden by the organiser to hang or drop anything from the ceiling or walls of the ICM.**

*Air conditioning*

Devices with hot air condensation are prohibited inside the halls.

## Cleaning & refuse

*Refuse collection*

During exhibition opening times EACR congress secretariat will arrange for the general cleaning of the venue and the aisles – that is, daily waste left by delegates. Exhibitors are responsible for cleaning their own exhibit and disposal of waste generated before, during and after the event. Failure to comply with this procedure shall render the exhibitor liable for the cost of clearance by ECCO or its contractor.

Exhibitors should manage (contract and pay for) their waste removal through ICM (see order form further section in this manual).

“Wild tipping” or disposing of bulk waste within fairground without payment will be considered a serious violation of these regulations.

IMPORTANT: Unattended rubbish left in aisles during exhibition opening hours will be removed at the exhibitor’s expense.

## Fire and safety regulations

Any goods on your stand will constitute part of your stand and will be subject to these regulations.

*General materials*

Stand construction, installation of materials and poster supporting structures should be sufficiently stable to ensure public safety. Exhibit cases and displays should be sanded down/finished to ensure that they will not inflict cuts. Clear glass elements should display warning signs at eye level.

*Stand walls*

Stand walls shall be made of classified fire-retardant materials, i.e. as good as or better than wood. Particle board, non-porous fibreboard and plywood are acceptable. The use of synthetic materials (e.g. polystyrene, polyurethane, rigid foam, expanded polystyrene, etc.) which produce large amounts of soot when they burn is only permitted with the prior permission of the Fire Department.

*Decorative materials*

Fire-retardant materials must be approved according to one or more of the following classifications: DIN 4102 or DIN EN 13501-1.

Approval or certificates must be readily available at the display if it is not clear in any other way that the material in question is safe. Type approval or certificates must be available at the stand, unless it is made clear in some other way that the material can be approved. Cloth ceilings and other décor must be impregnated against fire.

*Smoking ban*
Smoking is prohibited in all public indoor areas, including privatised areas of exhibit space.

*Flammable products*
Notification of the handling and installation of flammable products should be given well before the event. This should be complete the form 1.2 and return it to ICM via email at: ICM-Aussteller@Messe-Muenchen.de. The storage and use of compressed gas and/or liquid gas in the exhibition halls or on the exhibition grounds is not allowed. Balloons filled with flammable gas are not permitted within halls (the only authorised gas is helium). Welding and spraying work within the confines of the exhibition premises is prohibited. Only fireproof adhesives may be used for glue work within the exhibition premises.

*Open fire*
The use of open fire or unprotected flames is prohibited.

*Pyrotechnics*
Explosive or pyrotechnical articles must neither be used nor taken onto ICM's area, either indoors or outdoors, without written permission from ECCO and the MMG (www.feuerwehr.muenchen.de).

*Hot work*
Hot work such a welding, soldering, cutting, and circular-motion grinding, drying, heating or work over naked flame is not allowed within the ICM without their special permission.

*Emergency exits*
Escape routes and emergency exits (indoors and outdoors) should kept free of any obstruction and be kept in full view at all times. Similarly, for fire fighting equipment: fire safety signs and emergency wall phones; no products/company signs, decorations or stand roofs should be placed above an emergency exit or any other existing signs.

*Heating/cooking*
Stoves, heaters and open fires may not be used for any purpose, including cooking, frying or baking. This also applies to demonstrations.

*Goods not allowed*
The following goods are not admitted into the ICM:
- Goods causing nuisance by their smell or otherwise, or appliances emitting objectionable noises or radiating disturbing light; any hazardous objects that have not been mentioned in the stand construction design but have been introduced by the exhibitor.

*Combustion engines*
Any machine (generating sets, compressors, etc) with an internal combustion engine must not be demonstrated in operation in the hall 0. Fuels must not be stored on the stand. Fuel tanks must be locked and batteries disconnected.

*Storage of flammable goods*
Empty packaging, rubbish, trash, wood, paper, straw, cardboard and other flammable material must not be stored in the hall.

*Responsibility*
Exhibitors are fully responsible for all displays and demonstrations they organise.

*Organiser's security*
ECCO undertakes the general surveillance service of the ICM, both day and night.

*Extra security*
For exhibitors requiring guards, a Security staff order form is available further in this manual.

*Valuable goods*
The exhibitor shall be responsible for the surveillance of his/her stand and exhibit during the exhibition opening hours. Exhibitors are recommended to pay closer attention to the exhibits during the stand construction and dismantling periods. Valuable objects, which may easily be removed, should be locked away during the night. ECCO accepts no responsibility for goods stolen from exhibits at any time.
Exhibitors should not leave removable/valuable goods unattended on the stand at any time; particular attention should be given to goods awaiting collection from the freight forwarder.

*Insurance*
While on the premises, exhibition goods and packaging materials shall be insured at the expense and risk of the exhibitor. Exhibitors should therefore contact their own insurance company. Exhibitors will be liable for the safety of participants on and around their stand area. In accepting ECCO terms of sale, the exhibitor undertakes to indemnify ECCO against any and all losses resulting from an unsafe construction, unsafe exhibits, or the actions/inactions of its staff.

ECCO requires all exhibitors to provide adequate insurance cover for public liability protection.

*Catering*
The official caterer is Hoffmann Gastronomie & Catering. All catering offered within exhibit areas should be ordered from the company (see order forms further in this manual).

Exhibitors may not sell food or drink for consumption on the premises. All companies offering hospitality are reminded of their responsibilities for hygiene and food safety. Exhibitors are also encouraged to guarantee healthy and balanced catering service to their delegates.

No alcoholic beverages are allowed on the stands.

*Customs, taxes and duties*
The exhibitor will pay the various taxes and duties owed resulting from his/her participation in the exhibition.

*Free Wi-Fi*
No free WiFI will be available in the exhibition hall. Exhibitors are advised to order their own internet connections with the ICM directly.

# STAND ACTIVITY AND PROMOTION

Each exhibiting company will be listed in the EACR Proceedings book with their company name, stand number, contact person and E-mail address, as well as online at: www.ecco-org.eu.

*Company profile*
Send a 50-word description of your company and contact information to Caroline Nsenda via email at: caroline.nsenda@ecco-org.eu for publication online and in the Proceedings book. Deadline to submit your company profile is 14 April 2014.

*Company logo*
Exhibiting companies are offered the possibility to include their corporate logo to their profile. Exhibitors interested in this opportunity should send their corporate logo both in JPEG (picture file) and EPS (vectorised file) formats, to Caroline Nsenda via email at: caroline.nsenda@ecco-org.eu.
Deadline to order logo insertion is 14 April 2014

*Approval*
The main activity of any exhibition stand should be the presentation of the exhibiting company and/or its products or services. The use of photographers, portrait artists or other performers is not allowed without the written permission of ECCO.

*Audio and visual activities*
The projection of films and slides, any amplification with the aid of loudspeakers, the production of music and/or sound as well as the use of lighting, computer monitors and television screens is acceptable within the stand space as long as no disturbance is caused. Sound and lighting effects should be contained within each stand area. If ECCO considers that a disturbance is being caused the exhibitor is to halt the activity immediately. If this is not done, ECCO reserves the right to make the necessary arrangements at the expense of the exhibitor. Refusal to lower the sound level or abandon an activity upon request will be considered a violation of these regulations.

Licensing for copyrighted work is the sole responsibility of the exhibitor.

*Photography and filming*
No part of the ICM or of the exhibition may be photographed or filmed without the permission of ECCO or of the exhibitor in question. ECCO is entitled to photograph, draw or film the installations and stands, as well as the exhibits thereon and to use these reproductions in its publications and in the press.

The exhibitor is entitled to photograph or film his own exhibition stand during exhibition hours.

Any industry-sponsored closed circuit television programming in hotels should take place outside official Congress hours and should contain content owned by that organisation. Misuse of content owned by ECCO is likely to result in legal proceedings.

*Quizzes and activities with winners*
Exhibitors shall refrain from:
- holding lotteries
- organising games of chance
- using “market stall” techniques
- distributing “gimmicks” without scientific or product references
- using performance artists

Only quizzes of a scientific nature can be held at the stand. Such activity must be approved by ECCO. Interactive technology based quizzes may be accepted provided their focus remains scientific based and they have no negative impact on the exhibition area or other rules within this document.

*Quizzes times allowed*
Quizzes may be operated at any time during exhibition opening hours provided the focus is on the scientific content presented on the exhibit.

*Quiz prices*
Participation may be rewarded with a prize. However, the prize should be the same for everybody. "Drawing winners" is not allowed. Maximum purchase value of prizes must not exceed € 10 and all prizes should be declared to ECCO. Certain items such as digital cameras and MP3 players are not considered appropriate – prize approval is at the discretion of ECCO. For more advice on prize approval before placing orders, contact Caroline Nsenda via email at caroline.nsenda@ecco-org.eu.

Each exhibitor must declare all prizes in advance with a description and price, sending either a digital image to caroline.nsenda@ecco-org.eu or a sample by post addressed to Caroline Nsenda at the EACR-23 Secretariat, c/o ECCO, Av. Mounier 83, B-1200 Brussels, Belgium.

If the purchase value of a prize is questioned by ECCO, each exhibitor is expected to show proof of purchase value – either before or during the Congress. Non-compliance will be considered a violation of these regulations and treating according to the stipulations published in this document.

For scientific information carriers (e.g. slides sets, CD ROMs, USB sticks), where materials are pre-loaded with non-commercial data, the value of prizes may increase. These stand activities should be "low profile" and no blatant publicity should be made. All prizes must be approved by ECCO.

*Giveaways*
Notwithstanding the legal responsibilities of each exhibitor at his/her own stand, the EACR-23 Organising Committee has accepted the policy that small giveaways are acceptable at the exhibition with a maximum retail value € 10. The distribution of giveaways should be low profile and should in no way overshadow the main activity of the stand. The activity must not disturb neighbouring stands or cause queues outside the stand area.

*Giveaway items should:*
- Be legal in the Congress hosting nation, in terms of the item itself and the product is advertises.
- Not exceed € 10 – proof of value must be provided during Congress when demanded by ECCO, otherwise this will be considered a violation of these regulations.
- Be safe for the user and not endanger health or reputation of Congress participants or ECCO.

*Distribution of giveaways and printed materials*
Distribution or display of materials by an exhibitor or its agents is limited to:
- the company's exhibition space only
- the "display area" which will be specially set up for that purpose and marked as such
- industry hospitality suites

In the case of printed material, the intellectual ownership of content should not be a cause for dispute and images should not cause offence. Additionally, any quoted references should be clear and follow internationally accepted principles; scientific claims should be based on accepted evidence. ECCO's decision on such matters will be considered final.

*Special effects*
"Special effects" lights, laser, sound and video projection/recording on the stand will only be allowed when the effect is limited to the stand area rented; providing that there is no health or safety risk and when written permission of ECCO has been granted.

*Prohibited activities*

Exhibitors are not allowed:

- To display or use names or trademarks which may be misleading or cause hindrance to the exhibitors at other stands or to EACR-23 visitors.
- Barring exemption applied for and granted, to sell goods against surrender of the purchased items or to receive money in any way for goods sold or offered for sale or for services rendered.
- To affix sold-tags to goods on display.
- To remove exhibits from the stand, to add exhibits to the stand or to cover (parts of) exhibits on the stand.

Stands should not be dismantled or removed prior to the end of the exhibition.

*Staffing on stands*

The space assigned to the exhibitor shall be staffed during the setup, opening and dismantling periods. The exhibitor shall make sure that either he/she or a person authorised by him/her is present at the site at all times. Unattended stands are a security risk to the exhibitor and; during open periods, are discourteous to delegates, fellow exhibitors and ECCO. Such cases will be considered as a violation of regulations.

*Promotion rights*

The use of any EACR-23 corporate branding and visuals is strictly forbidden in any advertising, publicity, signage, product, printed matter, film, video, other media, etc. without prior request and subsequent written approval from ECCO.

The exhibitor is entitled to the use of the Congress logo on invitations and promotional documents directly related to his/her participation in the exhibition. The Congress logo can be obtained in electronic format from the organiser. Only the official logo can be used. A print proof is required by the organiser for authorisation before printing. The unauthorised use of the Congress logo is strictly prohibited.

*Pharmaceutical product promotion*

**Mandatory Codes of Practice**

The members of the association “Freiwillige Selbstkontrolle für die Arzneimittelindustrie e.V.” (FSA) (“Voluntary Self-regulation for the Pharmaceutical Industry”) have made a commitment to communicate the knowledge required for the appropriate selection and application of pharmaceuticals by disseminating accurate and objective scientific information. For this purpose a
Code of Conduct has been drawn up for all members of the FSA. The principle applies that pharmaceuticals are to be adequately advertised, avoiding unfair practices and conflicts with healthcare professionals in relation to professional ethics. All measures in advertising and collaborating with physicians and other healthcare professionals must remain within certain appropriate bounds and in accordance with the law. In this respect, the principles of separation, transparency, documentation and, for mutual services, the principle of equivalence as stipulated in the “Common Position” of the associations (Common Position of the Associations for assessing the Collaboration between Industry, Medical Facilities and their Employees in Reference to German Criminal Law) for the clinical sector also outline valuable reference points for the collaboration of the pharmaceutical industry with office based physicians and other healthcare professionals.

Hence, the applicable code for Germany is detailed here
- http://transparency.efpia.eu/countries/10/16/Germany

Additionally, at European level, all participating companies must abide and adhere to applicable codes to their line of business:

These Codes are available online:
• EFPIA: http://www.efpia.eu/Content/Default.asp?PagID+559&DocID=3483
• IFPMA: http://www.ifpma.org/fileadmin/templates/EthicalPromotion/pdfs/IFPMA_Code_2006_Revision_EN.pdf
• EucoMed: http://www.eucomed.be/key-themes/ethics

In all cases, exhibitors are responsible for ensuring that their promotion during the Congress is legally and ethically acceptable in Germany.

*Children*

Children under the age of 16 are not permitted in the Congress Centre. Exhibitors and their agents are advised that their staff must be over the age of 16 and legally employed within a European country.

*Animals*

Animals are not allowed in the exhibition and should not be used on exhibits. Trained guide dogs for those with visual impairments are permitted but please advise a member of ECCO Staff on entry to the Congress Centre.

*DISPLAY AREA*

During EACR-23, a display material area will be made available.
Exhibitors and Satellite Symposium Organisers are welcome to place relevant brochures, leaflets, flyers, etc. in the display area, which will be located in the exhibition area.

# BUILD-UP & DISMANTLING

During construction phase, working passes or exhibitor badges must be worn by all personnel (see further in this manual) and photo-id (e.g. passport or driving licence) carried.

Vehicle access to fairground is by time-slot, according to exhibit size (see full timetable on next page).

Vehicles are not allowed inside exhibit halls (note only forklift trucks operated by Kristal are permitted within the loading bay. In the exhibition halls, only pallet jacks and trolleys will be allowed)

## EXHIBITION SCHEDULE AT A GLANCE

**Exhibition build-up days**
5 – 7 July 2014

*Working hours:*

| | |
|---|---|
| Friday 4 July 2014 | 08:00 - 22:00 |
| Saturday 5 July 2014 | 08:00 - 13:00 (only stand decoration) |
| *End of exhibition build-up period:* | Saturday 5 July 2014 at 13:00 |

**Exhibition opening times**

| | |
|---|---|
| Saturday 5 July 2014 | 15:00 – 20:00 |
| Sunday 6 July 2014 | 10:15 – 17:15 |
| Monday 7 July 2014 | 10:15 – 17:15 |

**Exhibition dismantling day**
Monday 7 July 2014

*Working hours:*

| | |
|---|---|
| Monday 7 July 2014 | 17:30 – 23:59 |

*NB: On Saturday 5 July the quarter final football game of 2014 FIFA World Cup Brazil will be broadcast during the exhibitors' reception.*

**Build-up**
A parking area is available at the ICM for trucks to park as from Friday 4 July 2014 at 08:00.

**Dismantling**
The dismantling starts on Monday 7 July 2014 at 17:30. No traffic will be allowed in the loading area before 18:30 in order to arranging return delivery of empty packaging.

## EXHIBITION TIMETABLE

**Friday 4 July 2014**

| | |
|---|---|
| 08:00 – 20:00 | Hall access for build-up |
| *Unloading* | |
| 08:00 - 18:00 | Vehicle access to exhibition grounds (for schedule of access, please contact Kristal (rita.breunig@kristal-logistics.com / +32 (0)2 753 07 30) |

*All construction must be completed by 20:00; goods must be removed from aisles*

**Saturday 5 July 2014**

| | |
|---|---|
| 08:00 - 12:00 | Hall access for build-up |
| 08:00 | Hall access for exhibitors with modular stands only (shell scheme) |

**Important**: Modular stands will be accessible only on Saturday 5 July at 08:00

**Saturday 5 July 2014**

| | |
|---|---|
| 08:00 - 13:00 | Stand decoration only, to be completed by 13:00 |

Incomplete stands or no-shows by 12:00 will be walled off and goods removed into storage, at exhibitor cost. Acceptance of this condition is a term of exhibition space rental.
Empties have to be removed on 4 July at 20:00 at the latest.

**Saturday 5 July 2014**

| | |
|---|---|
| 15:00 - 20:00 | Exhibition open |

*NB: On Saturday 5 July the quarter final football game of 2014 FIFA World Cup Brazil will be broadcast during the exhibitors' reception.*

**Sunday 6 July 2014**

| | |
|---|---|
| 10:15 – 17:15 | Exhibition open |

**Monday 7 July 2014**

| | |
|---|---|
| 10:15 – 17:15 | Exhibition open |
| 17:30 - 18:30 | Removal of valuables and delivery of empty packages cases by Kristal (if booked) |
| 17:30 - 23:59 | Dismantling – Full access to exhibition grounds |

More than just forwarding...

Brucargo West Building 829a
1931 Zaventem - Belgium
Tel : +32 (0)2 7514680
Fax : +32 (0)2 7514720
info@kristal-logistics.com
www.kristal-logistics.com

BE 0453 812 916 - RPR Brussel
Verg.Vervoerscom. 2262.001

KBC 444-8624521-45
BIC - KREDBEBB
IBAN - BE44 4448 6245 2145

# SHIPPING GUIDELINES EACR MUNICH 2014

**Introduction**

KRISTAL bvba, have been appointed by the organizer - ECCO - as the official freight forwarder, customs clearance agent and official lifting contractor. For safety reasons no other contractor will be permitted to operate lifting services.

It is our commitment to ensure exhibits arrive on time and in good condition for the opening of the exhibition.
This shipping manual will assist you in your preparation for the correct and timely dispatch of exhibits to Munich. Please follow these instructions closely.

The range of services provided by our company include:

- Transportation, national and international
- Temporary and permanent customs clearance
- On-site handling, labor, forklift and cranage
- Labeling, removal and storage of empty boxes and crates, return to stand upon closure of the exhibition.
- Accessible storage for brochures and give-away items during the event
- On-site assistance & supervision

**General**

| | | | |
|---|---|---|---|
| Build-up : | Friday | 4 July 2014 | 08.00 to 20.00 |
| | Saturday | 5 July 2014 | 08.00 to 12.00 ( stand decoration only ) |

Empty crates need to be moved out and aisles to be cleared on 4 July before 20.00

| | | | |
|---|---|---|---|
| Dismantling : | Monday | 7 July 2014 | 17.30 to 24.00 |

If you use your own transport company to pick-up your goods after the exhibition, please note that all goods not evacuated on 7 July at 24.00 will be collected by Kristal. All costs incurred will be charged to the exhibitor.

**International Co-ordinators**

| | | |
|---|---|---|
| Kristal bvba | Contact : | Rita Breunig |
| Brucargo Building 829a | Tel : | + 32 (0)2 7514680 |
| B-1830 Machelen | Fax : | +32 (0)2 7514720 |
| | e-mail: | rita.breunig@kristal-logistics.com |

**Consigning instructions**

**AIR FREIGHT**

AWB consigned to : Schenker Deutschland AG
Paul-Henri-Spaak-Str. 8, Tor 21
81829 München

Notify : Andreas Stanlmair Tel +49 89 94924-351
Ref : EACR
Name Exhibitor / Stand nr

Goods to reach Munich Airport not later than 26 June 2014

**ROAD FREIGHT to the advance warehouse**

Consigned to : Schenker Deutschland AG
Paul-Henri-Spaak-Str. 8, Tor 21
81829 München
Andreas Stanlmair Tel +49 89 94924-351
Ref : EACR
Name Exhibitor / Stand nr

Goods to reach advance warehouse not later than 3 July 2014

**DIRECT DELIVERIES**

Address : Messe Munich,Paul-Henri-Spaak-Str. 8, Gate 21, 81829 Munich
Direct deliveries with trucks to the venue are restricted.
Direct shipments to the exhibition site will only be accepted on move-in dates and hours.
Vehicles need to be removed immediately once unloading operations have been completed.
**To avoid traffic congestion and to allow us a fast and smooth move-in, an unloading slot will be required for all vehicles larger than a car.**
An email will be send to you with your personal login and password to be able to log in to our portal at http://www.kristal-logistics.com /portal and fill in the necessary information to obtain move-in / move-out schedule.
All trucks arriving without an unloading slot, will be unloaded once the full schedule has been completed.
On arrival, all trucks need to register to the Kristal desk Entrance Gate 21 and this approx. 1 hour prior to the confirmed slot. Our staff will direct the trucks to the unloading bays according to the schedule. If the truck does not arrive at the booked time, slot will automatically be given to the next in the queue.

**Courier Shipments**

Because of temporary Import Bonds for goods from outside EU, we discourage the use of Couriers to ship any material directly to the booth at the show site. Courier companies will not be able to clear your goods and will have difficulties to deliver your goods in time. To avoid this, it is advisable to consign the goods to the advanced warehouse address. You will be liable for customs and handling charges but this ensures your goods are delivered to your stand.

**Shipping pre-advice**

Full details of dispatch together with copies of invoices, AWB, CMR, have to be send upon departure to Kristal fax +32 (0)2 7514720 e-mail to rita.breunig@kristal-logistics.com.

**Documentation ( for non-EC shipments )**
Commercial invoices (2-fold) prepared into a form of packing list with values of each item, description of the goods, measurements in cm, gross & net weight in kg, showing exhibitors name, addressed to EACR 2014, exhibitor name and stand number, Messe Munich.

**Case Marking**
All cases must be clearly marked/stenciled on two (2) sides with the following information :
*Your Company Name :* _____
*EACR 2014 :* _____
*Booth number :* _____

*Case Number ( ex. 1/3 – 2/3 ) :* _____
*Gross Weight :* _____

**Insurance**
It is the exhibitor's responsibility to ensure that his goods are covered by a comprehensive marine insurance policy, which covers the goods at all times i.e. from premises to stand, duration of exhibition and return to premises. On written demand, Kristal or their agents can arrange this for you.

**Return transport**
We will contact all exhibitors separately on-site to organize the return of the goods to point of origin or other designated destinations.

**Terms & Conditions of Trading**
All business is undertaken by owner's risk.
Tariffs are calculated using current freight and exchange rates. Any major fluctuation in either between now and work-date will be reflected in our final invoice.
Contracting Kristal bvba or their agents implies acknowledgement and acceptance of Kristal bvba conditions of trading.

**Terms of payment**
Payment is due on presentation of invoice unless otherwise agreed in writing with Kristal bvba or their agents. In all other cases on-site charges billed at the exhibition will require immediate payment by cash or credit card.
Any disputes or queries relating to invoices originating from this office should be notified to Kristal bvba within seven days of invoice date.

More than just forwarding...

Brucargo West Building 829a
1931 Zaventem - Belgium
Tel : +32 (0)2 7514680
Fax : +32 (0)2 7514720
info@kristal-logistics.com
www.kristal-logistics.com

BE 0453 812 916 - RPR Brussel
Verg.Vervoerscom. 2262.001

KBC 444-8624521-45
BIC - KREDBEBB
IBAN - BE44 4448 6245 2145

# EACR MUNICH 2014
# MATERIAL HANDLING AND FREIGHT INFORMATION FORM

Company name : .....
Contact : .....
Email : .....
Tel nr : .....Fax : .....
Hall nr : ..... Stand nr : .....

1. We have no materials to be shipped to Munich ( )
We will take our goods in our luggage or with our car ( )

2. We would like to ship our materials by your company, please send us an offer without any engagement :
Pick-up address : .....
.....
.....
Estimated volume / weight :.....m³.....
Transport by : ( ) air ( ) road
Return transport : ( ) yes ( ) no
Value of the goods :

3. We will ship our material :
By transport company : .....
Tel. :.....Ctc : .....
Estimated volume / weight : .....
Transport by : ( ) air ( ) road
Directly to show site ( ) To the advanced warehouse ( )

4. Storage empty crates during the exhibition: Estimated volume (m3): .....

5. On site handling requirements
( ) forklift 3T ( ) labour ( ) pallet truck

6. Remarks : .....
.....

7. Invoicing address : .....
.....
.....
VAT nr : .....
Signature : .....

Please send this completed form back by fax or e-mail **before 5 June 2014**
To Kristal Logistics
Att. Geert Frère
e-mail : geert.frere@kristal-logistics.com
fax : +32 (0)2 7514720

More than just forwarding...

Brucargo West Building 829a
1931 Zaventem - Belgium
Tel : +32 (0)2 7514680
Fax : +32 (0)2 7514720
info@kristal-logistics.com
www.kristal-logistics.com

BE 0453 812 916 - RPR Brussel
Verg.Vervoerscom. 2262.001

KBC 444-8624521-45
BIC - KREDBEBB
IBAN - BE44 4448 6245 2145

# EACR MUNICH 2014

## STAND CONTRACTOR INFORMATION FORM

Exhibitor name : .....

Stand nr : .....

( ) We ordered a shell scheme, through organizers / exhibition centre, we do not have a stand building contractor

( ) We will use the stand building contractor below

Company name : .....
Contact person : .....
Address : .....
.....
.....
VAT nr : .....
Tel nr : .....
Fax nr : .....
e-mail : .....

Please send this completed form back by fax or e-mail **before 22 May 2014**

To Kristal Logistics
Att. Geert Frère
e-mail : geert.frere@kristal-logistics.com
fax : +32 (0)2 7514720

More than just forwarding...

Brucargo West Building 829a
1931 Zaventem - Belgium
Tel : +32 (0)2 7514680
Fax : +32 (0)2 7514720
info@kristal-logistics.com
www.kristal-logistics.com

BE 0453 812 916 - RPR Brussel
Verg.Vervoerscom. 2262.001

KBC 444-8624521-45
BIC - KREDBEBB
IBAN - BE44 4448 6245 2145

# EACR MUNICH 2014

## UNLOADING / RELOADING SCHEDULE

## FORM FOR DIRECT DELIVERIES TO MUNICH

Company name : .....
Contact : .....
VAT nr : .....
Email : .....
Tel nr : .....
Fax nr : .....
Hall nr : ..... Stand nr : .....

We would like to have following unloading/reloading slots :

Build-up

Date : .....
Hour : .....
Estimated volume – m3 : .....
Truck license number : .....

Dismantling

Date : .....
Hour : .....
Estimated volume – m3 : .....
Truck license number : .....

Slots will be given on a first come / first served base.
Trucks need to report to the traffic control at Excel and this minimum 1 hour before the confirmed slot.
Final slots will be confirmed to you 5 days before start of build-up.

Please send this completed form back by fax or e-mail **before 26 June 2014**
To Kristal Logistics
Att. Geert Frère
e-mail : geert.frere@kristal-logistics.com
Fax : +32 (0)2 7514720

# ACCESS TO EXHIBITION HALLS

Stand personnel wearing an exhibitor badge may enter the exhibition hall before the opening of the exhibition.

*Exhibitor badges*

Exhibitor registration is reserved for staff working directly in the organisation and management of exhibits, satellite symposia and sponsored activities. Individuals wishing to visit the exhibition should purchase a delegate registration (full or day access). The practice of selling or promoting a product or service outside of a registered exhibit area is strictly forbidden.

*Exhibitor registration*

Exhibitors must wear their official EACR-23 badges clearly visible at all times when in the exhibition area or any other part of the building. The wearing of any other badge, including company ID badges is not sufficient and will be considered as a violation of the guidelines. Exhibitor badges are for exhibiting company employees and agents of such companies only.

*Validity*

Exhibitor badges will allow access to exhibition halls only.

When companies apply for badges it is understood that they will only provide them to company employees only. Proof of affiliation can be requested.

From Saturday 5 July to Monday 7 July, stand personnel may enter the exhibition grounds 1 hour before the opening of the exhibition and remain on the stand 1 hour after the closing of the exhibition.

Delegates should not pass through the exhibit area beyond exhibition opening times. However, we strongly urge you to secure your stand against theft or damage when stand is not manned. ECCO also recommends exhibitors to arrange adequate insurance cover. Neither ECCO nor the ICM will be liable for any losses, unless where a negligent act or omission on the part of either body or its staff is established.

*Exhibitor badges with company name and/or individual name*

Only exhibiting companies can have Exhibitor badges. It is essential that the company name is the same as is provided for the Exhibitor listing. Exhibitors are entitled to a certain number of these badges for free if ordered within the given deadlines. The number of free badges for each exhibitor will be determined according to the floor space allocated.
You may choose how your badges are inscribed: either company name only, or individual name and company name. Simply indicate your preference when completing the Badge form, e.g. the number of “company name” only badges and the number of “Individual name” badges you wish to receive.

Deadline to order free exhibitor badges is 17 June 2014.

*Exhibitor badge allocation*

| **Stand size between** | **Free exhibitor badges** |
|---|---|
| 9sqm | 2 |
| 10 - 18sqm | 4 |
| 19sqm and above | 5 |

*Additional exhibitor badges*

If the number of free exhibitor badges is insufficient, extra badges may be purchased. All exhibitor badges must be ordered using the Badge form to be found further in this manual.

Deadline to order extra exhibitor badges is 17 June 2014.
Extra exhibitor badges ordered by 17 June: € 60 excl. VAT per badge
Extra exhibitor badges ordered after 17June: € 75 excl. VAT per badge

Payment can only be made by credit card

Exhibitor badges ordered on site must be paid for directly on collection at the Exhibitor registration desk by cash or credit card (Visa, MasterCard and Amex).
Lost badges will not be replaced. In this case, a new exhibitor badge may be ordered. Unused badges will not be credited, regardless of circumstances.

Access to exhibition when closed (full fee paying delegates)
Exhibition opens as follows:

| | |
|---|---|
| Saturday 5 July 2014 | 15:00 – 20:00 |
| Sunday 6 July 2014 | 10:15 – 17:15 |
| Monday 7 July 2014 | 10:15 – 17:15 |

During that period, each delegate wearing a congress badge will be allowed in. Every day, there is a closed period reserved for exhibitors only: during those hours only individuals wearing an exhibitor badge will be granted access to the exhibition grounds.

Closed periods:

| | |
|---|---|
| Saturday 5 July 2014 | 12:00 - 15:00 |
| Sunday 6 July 2014 | 08:30 - 10:15 & 17:15 - 18:00 |
| Monday 7 July 2014 | 08:30 - 10:15 |

Since many companies wish to organise various meetings, briefings, walk-through during those close periods, a specific procedure will be established to allow exhibitors' guests in (provided they are duly registered and wear the regular congress badge) without jeopardising the overall security of the exhibition area. Specific stickers will be available at the Exhibitor Registration Desk, located in the registration area in the main entrance hall. Those stickers can be requested to validate regular congress badges for exhibit access during a closed period.

IMPORTANT: for obvious security reasons, those stickers will be distributed to or in presence of an exhibitor only. It means that delegates presenting themselves to require a sticker for exhibit access during closed times will NOT receive it without the presence of a representative of the exhibiting company that has invited him to the stand.

## Hostess badges

An official partner to hire hostesses for service on the stands was selected by the organiser for EACR-23, and we strongly encourage all exhibiting companies to contact them for hostess services on their stands. Hostesses hired through the official partner do not need to wear an exhibitor badge. Hostesses hired through a different agency have to wear a valid exhibitor badge, which has to be ordered by the exhibiting company by the communicated deadline. Order forms are available further in the manual.

## Exhibitor badges collection

All exhibitor badges should be collected at the Exhibitor registration desk by the official contact person. They are not sent in advance of the Congress.

## *Exhibitor registration desk*

An exhibitor registration desk will be available in the general registration area.
This exhibitor registration desk will allow you to collect exhibitor badges.

*Opening times*

| | | | |
|---|---|---|---|
| Saturday 5 July | 08:00 - 18:00 | Monday 7 July | 07:30 - 18:00 |
| Sunday 6 July | 07:30 - 18:00 | Tuesday 8 July | 07:30 - 12:00 |

## *Exhibitor service desk*

A separate exhibitor service desk will be available within the exhibition grounds during the whole duration of the congress (incl. build-up and dismantling times).

This exhibitor service desk will allow you to
- make arrangements with Kristal, our official freight forwarding partner
- order additional facilities and various exhibition services with ICM (see further in this manual)

## Working passes

In the interest of safety only those individuals directly responsible for the construction and dismantling of exhibits will be permitted in the exhibition areas during the setup and dismantling periods.
To this end, working passes will be given out by the official logistics partner at the freight entrance during setup and dismantling phases. Working passes are valid during the build-up period from Friday 4 July 08:00 until Saturday 5 July 12:00 and during the dismantling period from Monday 7 July 17:30 until 23:59. Working passes should be ordered in advance. Please send the list with all names and company name to Caroline Nsenda (caroline.nsenda@ecco-org.eu).
All individuals working on the construction and dismantling of exhibits will receive their working passes upon arrival at the checkpoint at the loading bay, or at the Exhibitor Service Desk located within the exhibition hall.
Individuals without badges will not be allowed into the exhibition halls. It is the responsibility of the exhibitor to ensure that all staff, visitors, stand personnel, etc. are fully briefed about this restriction. No exceptions will be made and ECCO will not be held responsible for any loss suffered by the exhibitor as a result of such an oversight.
Registered exhibitors may access the exhibition halls during set-up and dismantling times by showing their exhibitor badge at the entrance (except on Friday 4 July. A valid working pass should be requested should an exhibitor need access to the exhibition hall on that day.)

Under no circumstances can individuals carrying working passes access the exhibition grounds from Saturday 5 July 12:00 to Monday 7 July 17:30.

**Individuals involved with stand build-up and dismantling who need access to the exhibition grounds between Saturday 5 July 12:00 and Monday 7 July 17:30 have to wear a valid exhibitor badge.**

**FREE CONGRESS MATERIAL**

Each exhibiting company is entitled to free EACR-23 delegate bags including all congress material. The number assigned is based on the exhibition ground rented.

The ratio is set out below:

| Stand size between | Bag(s) |
|---|---|
| Less than 18sqm | 1 |
| 18sqm and above | 2 |

Each exhibiting company will receive vouchers for the number of allocated congress bags. These can be collected from the Bag distribution centre, located next to the registration area.

# Exhibitor badges order form

*Please complete and return to the EACR-23 Secretariat at ECCO*
*E-mail : riitta.kettunen@ecco-org.eu*

## We would like to order the following exhibitor badges at EACR-23

..... Exhibitor badges "Company name" only

..... Exhibitor badges "Company name & Individual name" *

*Upon receipt of your completed exhibitor badge order form, you'll receive a personalised Excel-File to complete with your exhibitors' names (not applicable for 'company name' only badges), company and profiling information. The deadline to return the completed file is 17 June 2014, via email to: riitta.kettunen@ecco-org.eu

Exhibiting company: ……

**Invoicing Data:**

Company/Organisation …….. .....VAT number .....

Contact Person.....

Full address.....

Email.....

---

We agree to pay the additional exhibitor badges ordered beyond the free exhibitor badge allocation communicated in the Exhibitor Manual

Exhibitor contact person and company/agency name (responsible for the distribution of badges onsite): ……

Telephone/Mobile of exhibitor representative in Munich: .....

Please select your handling option below:

☐ Collection of all exhibitor badges. Preferred pick-up appointment (time): .....

☐ No representation on-site: individual exhibitor participants will pick up their badge individually

Please note that the full exhibitor badges' order needs to be paid before the badges will be handed over.

**Payments can only be made by credit card**

☐ VISA ☐ American Express ☐ MasterCard

Card number ……..Cardholder's name …….

Expiry date …… Control code (3-digit) ……

We accept the regulations as stipulated in the Exhibitor Manual and agree to observe and abide by them.

Signature …… Date ……
This application is legally binding on the company pending its acceptance in writing by the organiser.

# EXTERNAL ACTIVITIES: GUIDELINES

**The following guidelines and policies are applied during the EACR-23 Congress.**

## Unofficial Satellite Symposia

Companies are not permitted to organise unofficial Satellite Symposia or similar corporate-organised events that are open to general congress participants to attend, either on or off site. Unofficial Satellite Symposia or corporate events may not take place during the period extending from the start of the first sessions (12.00) as of Saturday 5 July 2014 until and including the end of the last hour of the Congress on Tuesday 8 July 2014 until 13:30.

## Social Events

Companies and organisations are welcome to organise social networking events such as dinners and receptions during the framework of the Congress but these social gatherings may not be organised in parallel with any of the scientific Congress sessions.

## Closed Meetings

Limited meeting space is available at the congress centre to organise smaller closed meetings such as (advisory) board meetings, investigator meetings, etc. Small meetings may take place in parallel with official congress sessions provided they do not convene large groups of people and are limited in time (no full day meetings are allowed). The guiding principle of this policy is to avoid attendees missing congress scientific sessions. These meetings may only be attended by invited participants and may not be open to the general congress participants.
Meeting rooms (where available) can be booked through the EACR-23 congress secretariat – see section ‘Meeting Rooms’ further in this manual.

## Third Party Press Events

Companies wishing to organise press activities during the Congress should send a request in writing. Press activities, whether on or off site, must pertain to presentations being made at the main congress in oral or poster sessions and not at Satellite Symposia alone. All media material, including the programme for any third party press conference, should be submitted and approved by the EACR-23 congress secretariat before being sent out.
Blackout times will be in operation; for further information please contact Gertrude Kort at the EACR-23 congress secretariat directly via email at: gertrude.kort@ecco-org.eu

# PRINT OF ABSTRACTS

**Elsevier is pleased to offer you the following services related to the 23rd Biennial Congress of the European Association for Cancer Research, from July 5-8 2014 in Munich, Germany.**

## 1. During the congress

### 1.1 Advertisements in the Proceedings Book

The Abstract Book will be published with Elsevier in the EJC Supplement. The EJC is the official journal of ECCO – the European CanCer Organisation, the EORTC, EACR and EUSOMA.
Distribution: Copies of the abstract book will be distributed onsite to all participants, as well as to all subscribers of the Journal. The EJC Supplement is also sold in both bulk and individual format to, libraries, institutes and agencies, and individuals.
To purchase advertising space in the Abstract Book Supplement, please contact:
Rob Bayliss at Elsevier
Tel + 44 (0) 207.424.4538
r.bayliss@elsevier.com

### 1.2 Publication Opportunities

Reprint of Selected Abstracts of the official abstracts
In co-operation with Elsevier we are pleased to offer you the opportunity to reprint selected abstracts from the official abstracts of EACR-23, based on a keyword search supplied by you.
The benefit to you is that your selection from the official congress abstracts can be distributed from your stand from the first day of the congress and will be printed under the cover of the *European Journal of Cancer* Supplements, in which the official abstracts are published.
For more information please contact: Peter Schoonheim at Elsevier, p.schoonheim@elsevier.com, Tel: +31 (0)20 485 2321

## 2. After the Satellite Symposium/meeting

### 2.1 Publication of the proceedings of the Satellite Symposium

Elsevier offers a variety of services related to the publication of the proceedings of your satellite symposium. Please note that these services are subject to the approval of the Editor-in-Chief.

### 2.2 Supplement to *European Journal of Cancer Supplements*

A printed issue will be sent out to all subscribers of the *European Journal of Cancer*. An electronic version is also to be found on ScienceDirect www.sciencedirect.com as well as the journal website and will have a sponsor acknowledgement.

CONTACT
For more information and prices on services related to satellite symposia, please contact:
Peter Schoonheim at Elsevier, p.schoonheim@elsevier.com, Tel: +31 (0)20 485 2321

# cmLead – Advanced Lead Retrieval for Exhibitors

## ORDER

BEFORE THE CONFERENCE

- Order COVR Lead Retrieval Services through the conference website.
- You have the possibility to order the cmLead Application with an iPod Touch or an iPad.
- Your order includes the rental of a state of the art barcode scanner that can be plugged into your iPod Touch or iPad and guarantees the highest possible performance in barcode scanning.
- After receiving your order, we will send you a username & password by e-mail to login to the cmLead portal as well as an activation code to activate the cmLead app.
  You will also receive a user manual with a step-by-step explanation of how to use the cmLead portal & App before, during & after the conference.

## CONFIGURE

BEFORE & DURING THE CONFERENCE

- Once you are logged in to the cmLead portal, you can start setting up your qualifiers (products, services …).
- The onsite Covr crew will make sure your qualifiers and all delegate information are available on your iPod Touch or iPad.
- Your qualifiers and delegate database will automatically be synchronized onsite. (provided the device has Wi-Fi / data access)
- Your qualifiers can be updated at any time.

## SCAN & MANAGE

DURING THE CONFERENCE

- After having entered the activation code, the device is ready for use!
- No Wi-Fi / data is needed for the actual scanning onsite.
- After scanning a badge you will see all available delegate data on your device.
- If needed, you can add more data or even make changes to the presented delegate data.
- For each scan you can select your qualifiers and additional comments.
- You remain in full control of all your scanned leads.
  At any moment you can display any scan you made with your device and make changes.
- Lead data will be synchronized continuously with cmLead Server if Wi-Fi / data is available.
- At the end of the conference you return the barcode scanner as well as the iPad or iPod Touch.

## DOWNLOAD & EXPLOIT

DURING & AFTER THE CONFERENCE

- Once you synchronized all your leads with the cmLead portal you can:
  - export them from the portal and
  - start using the information gathered to optimize your sales efforts.
- Your lead data will remain available on the cmLead portal after the conference for 6 weeks.

# Terms, Conditions & Pricing

- **Order deadline** - After the ordering deadline of **31 MAY 2014**, COVR does not accept orders automatically but will confirm acceptance upon availability. For confirmed orders after **31 MAY 2014** a surcharge of €100,00 per device will be added.

- **Rental rates** are per cmLead Set and include a high performance barcode scanner (iScan), an iPod Touch or an iPad and the cmLead software with an unlimited number of scans.

- **Terms of payment** - Upon receipt of order, an invoice representing the total amount due (quoted prices are net excluding Belgian VAT of 21%) will be sent by COVR. Payment has to be done by credit card via Ogone after you've placed the order online.

- **Cancellation** - Orders can be cancelled until **31 MAY 2014** without any fees. After **31 MAY 2014** there is a cancellation fee of 50%.

- **Pick up/Return** — The rented equipment must be collected at the exhibitors' desk on **SATURDAY 5 JULY 2014**, between **9:00 AND 12:00 HOURS** and returned on **MONDAY 7 JULY 2014**, before **17:30 HOURS.** Exhibitors are responsible for the proper use and safe keeping and will pay for any damage occurred during the rental.

  Items failed to be returned onsite must be sent by courier to COVR bvba (Oude Tramstraat 5, 2490 Balen, Belgium) within 5 working days after the last day of conference. The cost of lost, damaged or not completely returned hardware will be €500,00 per scanner, €300,00 per iPod Touch and €1.000,00 for an iPad.

- **Data retrieval and protection**
  Each lead will contain the contact information as provided by the participant or the group registration contact person on the registration form (name, full address, telephone, fax, email and lead codes). Hence the quality of the delegates' contact details – collected by the organizer - will ultimately define the value of the lead retrieval system. Neither EACR nor COVR can be held liable for incorrect data.

  The company renting the scanners hereby agrees to respect the data privacy policy imposed by EACR. The cmLead application will however, display the available info immediately after scanning and give you the opportunity to complete the data on the spot.

- **Pricing**

| | **Orders before 15/04/2014** | **Orders between 16/02/2014 & 31/05/2014** | **Units** | **€ Total** |
|---|---|---|---|---|
| **Rental of cmLead software + iScan + iPod Touch** | € 450 | € 550 | | |
| **Rental of cmLead software + iScan + iPad** | € 700 | € 800 | | |
| **Rental of symposium scanner (2hrs rental)** | € 350 | € 450 | | |
| **Cancellation fees** | 0% | 50% | Total € | |

Prices excl. 21% Belgian VAT.

Please use the following link to place your order:

www.covr.be/cmlead/eacr23.aspx

Orders can only be placed online and require online credit card payment.
After acceptance of your order, COVR will send you a confirmation and invoice.

# Industry Meeting Rooms

A limited number of meeting rooms will be available for companies to rent within the congress centre.

Companies who wish to book a meeting room should contact the EACR-23 Congress secretariat:

Gertrude Kort
Tel.: +32 (0)2 775 02 41
E-mail: gertrude.kort@ecco-org.eu

# SATELLITE SYMPOSIA

## Exhibition stand

To obtain permission to hold a Satellite Symposium, an exhibition stand of minimum 18 sqm is required.
Cancelling your exhibition space will result in the cancellation of your satellite symposium slot.

## The rates include:

- Room rental
- Standard setup (theatre style with stage, lectern and speaker table)
- AV equipment & services
  - amplification
  - data projection
  - technician
- Use of the Speaker Preview Room for Satellite Symposium faculty
- Publication of Satellite Symposium programme on the Congress website and the Proceedings Book
- Use of the Congress logo on invitations and promotional documents
- One-time email blast of satellite symposium information carried out by EACR-23 congress secretariat, sent to all registered delegates of EACR-23.

## Session Room viewing and rehearsals

A viewing of the room before the symposium (15 minutes just to have a look at the room) is included in the satellite symposium package at prescheduled timings.

Testing of AV equipment and session rehearsals cannot be done during a viewing slot. For this purpose, a rehearsal slot at times prescheduled by EACR-23 can be booked at a fee of €1.000. This one-hour slot gives you exclusive access to the room and support of the AV technician in the room. Detailed information is available in the AV specs sheets.

## Programme: requirements and approval

- In order to avoid overlap with the official scientific programme and to ensure the scientific quality and scope, all Satellite Symposia programmes need to be submitted for review and approval by the Congress Scientific Committee
- Companies are strongly encouraged to establish a multidisciplinary programme in line with the general concept of the Congress scientific programme
- Once the title, programme and detailed content are approved, changes must not be made without the specific approval of the EACR-23 Scientific Committee
- The EACR-23 Scientific Committee makes the final decision on whether a programme outline is accepted or rejected and is not held to justify its decision. No appeal is possible.

## Speakers

- It is up to the Satellite Symposia organisers to arrange accommodation and travel for their speakers. Speakers receiving commercial sponsorship should not receive complimentary accommodation nor travel offered by ECCO.
- Satellite Symposia speakers will not receive complimentary full congress registration.

The final programmes are published in the Satellite symposia section of the official Congress Proceedings book and on the Congress website if received not later than **14 April 2014**. Abstracts related to satellite symposia are not published in the official Congress Proceedings book.

## Promotional opportunities pre-congress

**The sponsoring company will ensure that all publications referring to satellite symposia mention: 'Official EACR-23 sponsored Satellite Symposium' to avoid any confusion with the official scientific programme.**

### Use of congress logo

- An electronic file of the congress logo (saved as EPS format) can be obtained from the EACR-23 congress secretariat (Caroline Nsenda, caroline.nsenda@ecco-org.eu) together with the guidelines to use it. It is important that the elements of the logo remain consistent. Do not attempt to redraw the lettering or the drawing or alter the relative position of these elements.

- Before reproducing the congress logo, a print proof must be sent to the EACR-23 congress secretariat for approval.

- The unauthorised use of the congress logo is strictly prohibited. It is not allowed to use the congress logo on actual PPT presentations of satellite symposia speakers.

### Satellite Symposium Mailing

A one-time email blast will be sent to all EACR-23 registered delegates promoting all satellite symposia.
**Content for this e-blast has to be submitted by 6 June 2014.**

The content of the mailing should be sent as a text file (not html) to Caroline Nsenda, caroline.nsenda@ecco-org.eu, respecting the following specifications:

- Promotion text of max 100 words
- Incl. maximum one link to website relevant to satellite symposium programme. Note the link may not direct to drug promotion.
- Including maximum one image of max 641 pixel width and 200 pixel high

Failure to submit content at the given deadline or according to the given specs will mean no mailing will be sent out on behalf of the satellite symposium organiser. Repeat e-blasts will not be allowed.

The list of recipients of the email blast (all EACR-23 registered delegates) is put together using contact information as provided by the participant or the group registration contact person on the registration form. It follows that the quality of the delegates' contact details, provided mainly through group bookings, will ultimately define the value of the e-blast.

Satellite symposium organisers will **not** receive a separate mailing list with contact details of registrants.
***Satellite Symposium inserts into the congress bag are not permitted.***

### Satellite Symposium programme on EACR-23 website

The link used in the promotion text for the satellite symposium mailing will also be included on the EACR-23 congress website.

## Promotional opportunities at the Congress Venue

- **One poster board** will be made available **in the registration area** to be used for displaying one poster announcing the Satellite Symposium, on the day the Satellite Symposium is held. Your poster dimensions should be maximum **154 cm height x 94 cm width (portrait format)**, posters can be

affixed using Velcro. It is mandatory to produce a poster to be placed on the board. Location will not allow self-standing banners. The affixing material will be provided free of charge onsite.

- **One poster board** will also be made available immediately **outside the hall** during the hour preceding the satellite symposium, to be removed immediately after the end of the satellite symposium. Your poster dimensions should be maximum **154 cm height x 94 cm width (portrait format)**, posters can be affixed using Velcro. It is authorised to bring a self-standing banner instead of producing a poster to fix on the structure, as long as the dimensions are approximately the same as the poster board provided.

*For the 2 poster boards, companies are requested to place their posters themselves, only on the day of the Symposium.*

Signposting at the Congress venue other than described above is strictly forbidden. Failure to observe this procedure shall render the company liable to a fee of up to 25% of the total rental cost.

## Hostesses

- **Flyer Hostesses**

Satellite organisers are allowed to have a limited number (the ratio is defined based on the capacity of the lecture halls) of hostesses distributing flyers announcing the Satellite Symposium on the ground floor of the ICM, only on the day the Satellite Symposium is being held. No other 'flyering' activity is allowed.

Note: Hostesses are not included in the satellite symposium rate.

- **Guiding hostesses**: A limited number of guiding hostesses (directing people to a specific room) are allowed in the Congress centre as long as they do not distribute anything, as of 1h hour prior to the official start of the satellite symposium only.

  Note: Hostesses are not included in the satellite symposium rate.

| |
|---|
| The **total number** of hostesses per Satellite Symposium is limited to **4 hostesses per Symposium**. |

## Hostess badges

Trade Fair Agency is the official partner to contact to hire hostesses for services related to Satellite Symposia, and we strongly encourage all companies to contact them for hostess services related to satellite symposia. Hostesses hired through Trade fair Agency do not need to wear a congress badge.

Hostesses hired through a different agency have to wear a valid 'Satellite Symposium only badge', which has to be ordered, from EACR-23 congress secretariat, by the company by the communicated deadline.

## Other means of promotion:

Promotion other than listed in this Exhibitor Manual is strongly discouraged and any initiative or proposal is subject to the approval of the organiser. Proposals should be sent to the EACR-23 congress secretariat. Violation of the regulation may result in expulsion without any indemnity.

### Promotion at congress hotels

Provided authorisation is granted by the appropriate hotel management, leaflets can be placed at the check-in or a poster can be put up in the lobby of the hotels. No other means of promotion is allowed in the hotels. Advertising on hotel key cards/door drops is not allowed.

### Giveaways

Gadgets that are distributed to participants should be professional in nature and should not exceed a maximum value of 10 EUR per item. Sharp, pointy or dangerous objects are not allowed. The organiser reserves the right to request invoices of the gadgets at any time.

## Access: set up and badging

- Companies will have access to the hall where the Satellite Symposium is held 1 hour before the assigned starting time *if the scientific programme allows.*
- Companies must adhere to the indicated start and end times of the reserved time slot.
- Extensions beyond the assigned timings are not allowed under any circumstances.
- All persons involved in the operations of the Satellite Symposium (staff, technical crew, speakers...) and everyone attending the Satellite Symposium must have a valid access pass.
- The Satellite Symposium must be open to all registered participants. All attendees to the satellite symposia will be required to wear a badge.

## Dismantling

- The hall should be completely vacated immediately after the end of the Satellite Symposium. Companies are responsible for removing all materials, waste, etc. from the room.
- **IMPORTANT:** Satellite organisers should refrain from leaving unused invitations at the congress venue. In the instance of non-adherence to this rule, any additional cost will be charged for removal.
- Installations or alterations to the rooms can only be made with the explicit approval from the EACR-23 congress secretariat.

## AV Support and Technical equipment

The official AV partner has been selected. Lecture hall floor plans and a detailed list of technical equipment included in each lecture hall can be requested from Caroline Nsenda, Caroline.Nsenda@ecco-org.eu

## Catering

• Satellite Symposium organisers may organise receptions before their satellite symposia. Receptions can only be organised with the EACR-23 official caterer Hoffmann Gastronomie & Catering.

• Receptions cannot be organised during a session of the official Congress scientific programme.

• Reception space must not be used for entertainment, poster displays, presentations or any other promotional purposes.

• Reception space must be open to all registered participants.

• It is not allowed to serve alcohol during satellite symposium receptions.

All questions related to catering can be directed to Hoffmann Gastronomie & Catering (info@hoffmann-events.de). Please copy Caroline Nsenda at the EACR-23 congress secretariat (caroline.nsenda@ecco-org.eu) in your request.

## Free Congress material

Each company organising a satellite symposium is entitled to 2 free congress bags including all congress material. Each Satellite Symposium organiser will receive vouchers to obtain bags from the Bag distribution desk in the entrance hall.

## PROCEDURE FOR SATELLITE SYMPOSIUM BADGES – Please read carefully

Please find below the 2 different types of badges that are available for Satellite Symposia organisers, and what they entitle you to.

1. Full day access badge (reserved for staff only)

    - A maximum of 5 complimentary badges are available for each Satellite Symposium booked. It will be possible to order additional ones at a cost of 75€ + VAT each. (Booking form available upon request)
    - This type of badge grants access to the Congress centre as of 08:00 on the day of the Satellite Symposium, and to the room where the Satellite Symposium is being held 1h prior to the start of the Satellite Symposium if the scientific programme allows. It also grants access to the Speaker Preview Room.
    - A complete list of names must be emailed to EACR-23 congress secretariat at the latest on **27 June 2014** to riitta.kettunen@ecco-org.eu.
    - These badges can be picked up at 8:00 on the day of the Satellite Symposium at the Satellite Symposium registration desk

2. Access 1h prior to the slot (for technical crew, faculty & visitors)

    - These badges only give access to the room where the Satellite Symposium is being held.
    - They can be picked up 1 hour prior to the start of the Satellite Symposium at the Satellite Symposium registration desk.
    - They have to be returned to the registration area at the end of the Satellite Symposium
    - It is not necessary to send a list of names.

***IMPORTANT:*** *persons not mentioned on the 'full day access' list of names received for each satellite symposium will NOT receive a satellite symposium badge until 1 hour prior to the start of the satellite symposium.*

**Deadline to send the complete list of names is 27 June.**

## Speaker preview room

The speaker preview room will manage all projections and will stream the presentations to the assigned halls automatically. This method guarantees an easier management, a higher quality of projection and a quicker and smoother running of the presentations.

PowerPoint presentations on USB memory stick (preferred medium) or CD Rom must be delivered at the speaker preview room at least two hours before the beginning of the satellite symposium.

In the speaker preview room, a technician helps the speaker to transfer his or her presentation into the central Congress network. When the transfer is complete, the technician performs a quick run of the presentation with the speaker to check whether the presentation runs correctly and all parts of the presentation are copied. Desktop computers will be available at the speaker's secretariat for last minute changes and reviewing your presentation.

In each session room, a technical assistant starts each presentation at the right time using the computer connected to the central Congress network. When the presentation is launched, the speaker has control and can navigate with a remote device.

No more modifications can be made inside the session rooms where the session takes place

## Speaker preview room – Speaker guidelines

### Language

Presentations as well as all audio-visual material should be presented in English (slides, DVDs ...).

### Presentations

All presentations are held in Microsoft PowerPoint on a PC running Windows.
If you are using other software than Microsoft PowerPoint on a PC running Windows (example : OpenOffice, PowerPoint for Mac, Keynote) please make sure your presentation is converted to Microsoft PowerPoint for Windows PCs before you travel to the Congress (preferably by trying the converted presentation on a Windows PC).

Presentations in Acrobat PDF format or Word format are not accepted.

### Technical instructions

During the Congress, presentations will run on PowerPoint 2010 with a projector resolution of 1024 x 768 pixels in 4:3 format (not 16:9).

Your presentation should be prepared in PowerPoint 2003, 2007 or 2010.

Preferred page setup is landscape orientation with high-contrast lettering and readable fonts (minimum font size = 24)

Use high-contrast colours: light text on dark background or vice versa

A maximum of 7 lines / slide and 5 words / line will improve the communication value of your slide.

### Suggestions to improve a PowerPoint presentation

- In general: the smaller your PowerPoint presentation (in size) the easier to handle it.
- Any movie/image file must be in the same folder of the Power Point presentation and must be copied in the folder before being included in the presentation. (1) Alternatively use "Pack and go" or "Package to CD/DVD/USB" in PowerPoint 2003 and 2007. For ease of possible assistance if there is a problem with your movies (not playing on standard machines because

codecs under which the movie was recorded are unknown and uninstalled on standard machines) we recommend not to use the new feature in PowerPoint 2010 to EMBED the movies inside your presentation. We advise to LINK to the movie file.

- We suggest putting maximum one movie per slide.
- The following media are recommended to facilitate the presentation download at the Slide Centre: USB memory sticks (preferred medium), CD-ROMs and DVD. It is also possible to download the presentation from a personal laptop at the Slide Centre, provided that the speaker stops at the Slide Centre at least two hours before the beginning of the session.
- Only single projection is available in the Congress rooms, as the Organizer does not foresee the double projection.

### Transitions:

Please don't use timer controlled transitions. Timer controlled transitions are transitions that will switch to the next slide after x seconds or minutes. This will interfere with our cue light system and confuse you during your talk.

### Pictures:

Do NOT save the picture as BMP or TIFF (size is too big). Images with .gif and .jpg extensions are recommended to obtain a light presentation (other kinds of extensions - recognizable by Power Point - will be accepted all the same).
Save the pictures used in your presentation on your CD, DVD or USB-stick (In case of problems we can re-insert the original).

### Video:

Movies must not exceed 50 MB each (50 mb is not necessary the limit, we can handle larger movies without any problems but the video may not show up smoothly). Always bring your movies on DVD or other support, and inform the technicians at the Slide Centre the day before the presentation.
MPG (MPEG), WMV or AVI are the only acceptable video formats
When using videos in (Apple) QuickTime: convert them to MPG or AVI before inserting the video in your presentation. QuickTime (MOV, MP4) cannot be played in PowerPoint and thus are not accepted
Save the videos used in your presentation on your USB-stick CD or DVD (In case of problems we can re-insert the original).

### HTML:

If you use hyperlinks to websites in your presentations, please download the website to your USB-stick CD or DVD. Try to avoid many different folders on the medium.

### Graphics:

Save the graphics or spreadsheets (Excel) used in your presentation on your USB-stick CD or DVD (In case of problems we can re-insert the original graphics or spreadsheets).

### Fonts:

Try to avoid use of non-Standard Windows fonts. If you are using specific, non-Standard Windows fonts (or if you are using Apple fonts not known on Standard Windows) then: include the fonts you have used on your USB-stick CD or DVD.

### Apple:

Please give your filename an extension ".PPT".